

Retention and Classification Report

Agency: Salt Lake City (Utah). Community Affairs (1009)

324 South State Street
Salt Lake City, UT 84111
535-6333

Records Officer

16405	Citizen's complaints action orders
16404	Citizen's complaints log
16407	Fire prevention grant files
16406	Mailing lists

AGENCY: Salt Lake City (Utah). Community Affairs

SERIES: 16405

3

TITLE: Citizen's complaints action orders

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This automated system records complaints received through the city's "Need" line (535-6333). Information is entered into a log as call is received then information is entered into the computer generating the "Action Order" which is then routed to responsible department and person. Action orders are returned to Community Affairs within a two week period with a response added.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer magnetic storage media: Retain in Office for 2 years and then put to tape.

Computer magnetic storage media: Retain in Office for 1 year and then Erase.

Paper: Retain in Office for 4 years and then Erase.

APPRAISAL:

Administrative Legal

This retention is based upon the administrative needs expressed by the bureau and the provisions of the statute of limitations (UCA 63-12-24).

AGENCY: Salt Lake City (Utah). Community Affairs

SERIES: 16405

TITLE: Citizen's complaints action orders

(continued)

AGENCY: Salt Lake City (Utah). Community Affairs

SERIES: 16404

3

TITLE: Citizen's complaints log

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This log is used to record complaints received through the city's "NEED" line (535-6333). Information is entered into the log as a call is received and includes: name, address and telephone number of the caller; reason and location of the complaint; department and person routed to; and action number. At this point, information is entered into the computer generating the 'Action Order'.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based upon the administrative needs expressed by the bureau and the statute of limitations period UCA 78-12-24.

AGENCY: Salt Lake City (Utah). Community Affairs

SERIES: 16407

3

TITLE: Fire prevention grant files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain information associated with grants from the Federal Emergency Management Agency (FEMA). These grants were used for the installation of fire alarms for elderly and handicapped citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based upon the administrative needs of the bureau and the provisions of OMB Circular A-102, Attachment C which indicate a retention of 3 years.

AGENCY: Salt Lake City (Utah). Community Affairs

SERIES: 16406

3

TITLE: Mailing lists

DATES: 1987-

ARRANGEMENT: Alphabetical by subject, group, and geography

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are the current mailing lists of Salt Lake City citizens by council district, neighborhood councils, special interest groups, boards, committee, or geographic areas for use of information dissemination, neighborhood council support, special events, special issues, or courtesy notifications for City Council hearings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.